

EXPLANATION SHEET

The research conducted by the AF Command and Control Development Division requires personnel who by training, ability, interest and personal temperament are good research workers. In evaluating the research potentialities of prospective employees, we would like to get the considered opinion of former teachers, instructors, or associates who are acquainted with the applicant, and who know the quality of his work. Your help in selecting such personnel is desired on the basis of your knowledge of the applicant. We will have a transcript of his college work for determining the quality of his training.

We feel that there are certain qualities or traits which an individual must have in some acceptable combination if he is to perform either independent research or to participate in organized research. Both types of research exist at the Air Force Command and Development Division.

To assist you in your evaluation of these traits, we are inclosing a questionnaire form for your convenience in answering if you care to use it. Otherwise we would appreciate, and might prefer, a letter covering essentially the same traits as are listed on the inclosed form plus any other information which seems pertinent. We are particularly interested in any research work he may have done and his ability to handle the experimental and analytical portions of the problem.

We realize that some of these qualities are difficult to judge objectively, even for those applicants having graduate experience or training. They are even more difficult to determine for recent college graduates. Nevertheless, your considered appraisal is desired with respect to all the qualities of which you have personal knowledge. Since your judgement should be based on his past performance, any items you have had no opportunity to observe or do not know from good sources should be omitted.

If you feel that someone else knows more about the applicant than yourself, feel free to ask him for information. If someone besides yourself fills out the form, that person should sign it.

has applied for the position of General Physical Scientist, GS-13 @ \$ 11,150 a yr.

Present mastery of the fundamentals of his science as compared with others of similar background:

- ☐ Somewhat weak or spotty
- ☐ Adequate for research work
- ☐ Unusually well grounded
- ☐ Exceptional mastery

Interest in and drive toward extending own technical background and doing research work:

- ☐ Weak and casual
- ☐ Moderate
- ☐ Strong
- ☐ Intense interest in exploring

Ability to understand and assimilate scientific material:

- ☐ Rather poor
- ☐ Good
- ☐ Quick and thorough
- ☐ Exceptional capacity to grasp and assimilate

Analytical or reasoning ability:

- ☐ Weak ☐ Goes off on fruitless tangents
- ☐ Moderate ability
- ☐ More competent than most
- ☐ Brilliant and penetrating

Technical ability and skill in experimental work:

- ☐ Weak
- ☐ Satisfactory
- ☐ Skillful
- ☐ Highly expert

Resourcefulness, imagination, originality, non-habitual thinking:

- ☐ Tends to lack the practical touch
- ☐ Does a good job
- ☐ More capable than most
- ☐ Exceptional ability to simplify or generalize

7. Application and effort on assignments:

- ☐ Often needs prodding
- ☐ Generally acceptable
- ☐ Works harder than most
- ☐ Exceptionally persistent

8. Ability to express himself in written technical reports:

- ☐ Tends to be hard to follow or wordy
- ☐ Writes good reports
- ☐ Exceptionally clear and concise

9. Ability to work as a member of a research team (check one or two):

- ☐ Hard to get along with
- ☐ Good team worker
- ☐ Prefers to work alone

10. Willingness to accept directions and suggestions:

- ☐ Tends to be resentful or uncooperative
- ☐ Easy to supervise

11. Demonstrated ability to supervise and direct others:

- ☐ Not the supervisory type
- ☐ Generally satisfactory
- ☐ A very good supervisor
- ☐ Remarkable skill in effectiveness; inspires subordinates

12. Demonstrated effectiveness in directing broad research programs:

- ☐ Not a good research Administrator
- ☐ Generally satisfactory
- ☐ Very good
- ☐ Outstanding

13. Research Perspective:

- ☐ Somewhat restricted perspective
- ☐ Satisfactory perspective
- ☐ Broad perspective; sound sense of relative values
- ☒ Exceptional ability in outlining programs for new research

14. Estimated fitness for the type and level of research work for which he is applying:

- ☐ Not the research type
- ☐ Some doubts or reservations
- ☐ A good man
- ☐ One of the best

15. Does he have any undesirable qualities, such as dishonesty, immorality, drunkenness, neglect of duty, carelessness with confidential information, emotional instability, etc.?

Form sent to:

16. Do you have any reason to doubt his loyalty to the United States:

17. What has been your professional relation to the applicant:

When: _____ Institution or Company: _____

18. If he has made any creative research contribution to the field or demonstrated any analytical or experimental abilities over and beyond the ordinary expectations of a good research worker in the field, please outline briefly:

19. Are you related to the applicant by blood or marriage:

REMARKS:

to be returned to:

Executive Secretary
Board of U. S. Civil Service Examiners
Electronic Systems Division
W. G. Hanscom Field
Bedford, Massachusetts

(Signature) _____
(Title) _____
(Date) _____